



Date: _____

Permit No: _____

The City of Liberty Community Development Department
Commercial Building Permit Application
Phone: 936-336-3684 | Fax: 936-336-9846 | Email: permits@cityofliberty.org
1829 Sam Houston, Liberty, Texas 77575

New _____ New – Shell Building _____ Commercial Build-Out _____
Addition/Expansion _____ Remodel _____ Other _____

The undersigned, in accordance with the Building Laws of the City of Liberty, Texas, hereby applies for a commercial building permit for the purpose of erecting, remodeling, addition or repairing described as follows:

Job Location: _____

Subdivision: _____ Block No. _____ Lot No. _____

Or Legal Description: _____

Owner Name: _____ Owner Phone: _____

Owner Mailing Address: _____

Owner E-Mail Address: _____

Contractor Name: _____

Contractor Address: _____

Contractor Office Phone: _____ Mobile Phone: _____

Contractor E-Mail Address: _____

Note: Minimum lot size and commercial setback requirements from property line are as follows:

- Inside Lot: Front-5 feet; each side - N/A; back-10 feet
- Corner Lot: Front-5 feet; street side -10 feet; interior side - N/A; back-10 feet
- Minimum commercial lot size: 6,500 square feet

Structure Set Backs: Front: _____ Side: _____ Side: _____ Back: _____

Number of Parking Spaces: _____

[Any structure that is erected, enlarged, structurally altered or converted from one use to another must be brought into compliance with the city's parking ordinance as specified by section 3.12.002 of the Code of Ordinances]

Square Footage: _____ Estimated time to complete _____ days

Detailed description of work to be done: _____

How will the building be used and occupied? _____

TDLR Registration Elimination of Architectural Barriers (EAB)# (required if improvements greater than \$50,000 per Government Code – Chapter 469): _____

Commercial Remodel or Demolition: Per Texas Occupations Code 1954.259 an asbestos survey of property must be done before permit can be issued. Has an asbestos survey been completed? Yes _____ No _____

*Evidence of the asbestos survey must be provided to city staff prior to the issuance of the permit.

I, _____, hereby certify that I have read this application and filled all information required by the City of Liberty. I understand that all work will be performed in compliance with all codes the 2021 International Building Code (IBC), the 2021 International Fire Code (IFC), the 2023 National Electric Code (NEC) and the 2018 International Energy Conservation Code (IECC), ordinances and laws adopted by the City of Liberty and State of Texas. I also acknowledge that the City of Liberty or its authorized agent is not responsible or liable for verification of information enforcing deed restrictions, covenants or homeowner association requirements. The City of Liberty shall never be liable for any damage or loss by reason of the issuance hereof. I, as the authorized agent of the owner, will allow the City Manager or his authorized agent access to perform inspections during normal working hours.

*** All permit fees must be paid before any work can begin.**

SUBMITTAL REQUIREMENTS:

- Adopted Codes
 - 2021 International Building Code (IBC)
 - 2021 International Fire Code (IFC)
 - 2018 International Energy Conservation Code (IECC)
 - 2021 International Plumbing Code
 - 2021 International Mechanical Code
 - 2021 International Fuel Gas Code
 - 2023 National Electric Code (NEC)
- Applicant must submit one (1) set of detailed construction documents (24 x 36) and one (1) set of digital construction documents to the city.
 - Projects over 5,000 square feet require an engineer's stamp and signature
 - Construction documents must include: (1) Cover sheet with code analysis and parking analysis, (2) Site plan showing all building lines, easements, pipelines, distance to property lines, fire lanes, parking spaces and parking dimensions (3) Floor plan showing all existing and proposed changes, (4) architectural plans and (5) structural plans
 - ☐ Parking spaces shall not be located on or within an easement or public right-of-way
 - All new commercial parking lots and/or driveways must be paved
 - ☐ Commercial driveway widths are 20 feet (minimum) to 45 feet (maximum)
 - Storm Water: Any construction that adds impervious surface must include a sealed drainage plan with detention [see drainage criteria manual for details]
 - Wind Loads: New construction must be designed for a minimum of 120 mph ultimate wind speed
 - COMcheck signed by a design professional or a certified energy inspector must be included
- Mechanical, Electrical, Plumbing and Sign permits are separate permits. Building permit must be issued before other permits can be issued.
- A fire inspection must be conducted prior to the issuance of a certificate of occupancy.

• **SUBMITTAL REQUIREMENTS - CONDITIONAL:**

- Elevation certificates are required for properties located in flood Zone A or AE
- Projects located on a state highway require approval from the Texas Department of Transportation (TxDOT) for driveway access
- Storm Water Pollution Prevention Plans (SWPPP) are required for projects greater than one (1) acre
- When required, construction documents plans must also be submitted to Water Control Improvement District #5 (WCID#5) for review and approval

This _____ day of _____, _____

Applicant Signature: _____

Date of Approval: _____

Approved by: _____

Permit Fees: _____
(updated 01-03-2024)

For Office Use Only (Circle One):

Flood Zone: A, AE

Flood Zone: B, C, X

COMMERCIAL BUILDING – TYPICAL INSPECTIONS

Foundation and Site Inspections

- Form Survey
- Setbacks
- Temporary Meter Loop
- Excavation, Forms and Reinforcing Steel
- Soil pipe and all in ground plumbing, which may be in or under the slab
- Copper pipes in or under slab
- Underground Electric

Rough Inspections

- Lead Test
- Finish Wiring
- Stucco Lath/Brick Tie
- Electrical rough-in
- Plumbing rough-in
- Plumbing top-out
- HVAC
- Water lines
- Sewer lines
- Gas piping
- Gas service
- Framing
- Poly seal
- Insulation

Final Inspections:

- Plumbing
- HVAC
- Electrical
- Flatwork
- Sign
- **Fire Inspection** - Required before a certificate of occupancy will be issued.
- **Building Final** - Address must be posted on the building in order to receive a final inspection and certificate of occupancy.

COMMERCIAL BUILDING – SCHEDULING INSPECTIONS

Inspections called in between 8:00am to 4:00pm will be scheduled for the next business day. Inspections that are called in on Friday will be scheduled for Monday. All new construction (commercial and residential), remodels or alterations (commercial and residential) and additions (commercial and residential) require inspections.

Please have the following information ready when you call for an inspection:

- Permit Number
- Address
- Type of Inspection (building, plumbing, electrical, mechanical, or Certificate of Occupancy)
- Name of the contractor
- Contractor contact information

Please call the Permit Technician at 936-336-3684 or email at permits@cityofliberty.org to schedule an inspection.

CERTIFICATE OF OCCUPANCY: After a commercial project has successfully completed the final inspection, the Community Development Department will issue of certificate of occupancy.

DESIGN GUIDELINES – DUMPSTERS

Recommended



Credit: Montgomery County, PA Planning Commission

- ❖ Dumpster enclosure screens unsightly use and location does not affect parking.
- ❖ If possible, use materials to match architectural themes.
- ❖ Avoid chain link or metal for enclosures and consider vernacular materials.

Not Recommended

